

GREENFIELD AMPHITHEATER GENERAL POLICIES

Philosophy

Greenfield Amphitheater is a public assembly facility. The facility is operated for the recreation and entertainment needs of the people of Wilmington and surrounding areas, and is provided as a venue for performances, programs, exhibitions, festivals and other activities that are in the interest of the community.

In determining approval of an application to use the amphitheater, the following criteria may be taken into consideration:

- Nature and character of the proposed event
- Character and financial condition of the applicant (the City shall reserve the right to request financial statements and references)
- Demonstrated ability of the applicant to properly manage the proposed event
- Potential damage to the facility

Booking Policies

Greenfield Amphitheater is the longtime home to Shakespeare on the Green, which hosts productions each June. Priority will be given to the scheduling needs of Shakespeare on the Green. All licensees shall complete an application for use in order to be considered for booking. If the application is rejected, the applicant will be notified in writing. The reason(s) for rejection will be stated. If the application is approved, a "hold" for a particular date(s) at the facility will be considered tentative until a deposit is received. The hold will remain on the calendar until another request for the same date is received. The initial applicant will be contacted to confirm the reservation by paying the required deposit amount, or to relinquish the date.

All holds that have not been confirmed by payment of deposit will be cleared from the calendar after thirty (30) days.

At the time the deposit is received, a contract for use will be prepared. Original contracts will be prepared by the City's Community Services Department and executed by the City Manager. The contract will include rental fee information, insurance requirements, event date, facility contact information, exact event requirements with regard to utilities and equipment, facility use restrictions, ticket sales information, and any other special notes regarding the event.

The required deposit for events at the Greenfield Amphitheater is 50% of the usage fee and shall be due ten days prior to the event. There are no refunds of deposits. If the licensee cancels an event, the City will allow the payment to hold a future date up to one year from the original date. After one year, the deposit will no longer be valid.

Fees

User costs vary depending upon the nature of the user. Users are identified as private/commercial/for profit groups or nonprofit groups. **Nonprofits** must be able to produce proof of such designation, such as the organizations 501-C(3) number. A **private/commercial/for profit** group is a private event or for-profit business in which door admission fees are collected or a commercial product is sold.

Nonprofit

\$575 per date, plus \$20/hour attendant fee*

Private/Commercial/ For profit	\$800 per date, plus \$20/hour attendant fee*
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Security

The licensee shall assume the cost of event security. The City shall determine the number of security personnel required for each event. Events that will have alcohol sales may require additional security. Acceptable security personnel include the Wilmington Police Department, New Hanover County Sheriff Deputies or private security firms approved by the City of Wilmington.

Event Staff

Additional event staff costs are assumed by the licensee. The City shall determine the amount and type of support staff necessary for each event. These may include:

- Ushers/gate staff
- Box office personnel
- Clean up crew
- Medical personnel

A City staff person shall be present on site for each event to open and close the facility.

Concessions

Concessions, including alcohol sales are exclusively operated and provided by the City. The City retains all concession rights. The City shall provide to the licensee 20% of the net profit from all sales. This payment will be made to the licensee within 10 business days.

No outside food or beverage may be brought by patrons into the amphitheater proper with the exception of free Shakespeare on the Green performances to which patrons may bring food and nonalcoholic beverages. Coolers are NOT permitted. Outside food vendors, who have current food service permits issued by the state of North Carolina are permitted pending approval from the New Hanover County Health Department and by the Director Community Services.

Insurance

All events will require a certificate of insurance of a minimum of one million (\$1,000,000) dollars and the City must be named as an additional insured. The City reserves the right to augment the amount depending upon the nature of the event.

Prohibited Equipment/Facility Modifications

Temporary or permanent alterations of the facility in any way, including adjustments to electrical power or modifications to the stage area, dressing rooms or technical booth, is prohibited unless written authorization has been obtained from the Director of Community Services. The use of any electrical, mechanical, or structural equipment not furnished by the City is prohibited unless approved by the City Manager.

Use of Space

Licensee shall only have use of the space for which a contract was granted. Unauthorized use of any facilities on the park grounds for which authorization was not specified may result in immediate suspension of the use of the facility.

Noise

Music shall cease by 10:00pm on Friday and Saturday and 9:00pm Sunday through Thursday. It is the Licensee's responsibility to see that noise level regulations are not violated. The Licensee shall be subject to the general prohibitions of the City's noise ordinance. The licensee is requested to consider the surrounding residential area when planning musical entertainment. Any noise or activity that constitutes a disturbance to occupied neighboring property is subject to enforcement if the noise exceeds levels set forth in the City's ordinance.

Parking

Parking at the amphitheater is restricted to on-street parking. Large scale event organizers may be required to submit a detailed parking plan to the City which shall address the physical limitations of the site and the strategy the organizer will utilize to control the overflow of traffic, bearing in mind the site is located in a residential neighborhood and being respectful of such.

Pets

Pets are not permitted at the amphitheater.

Clean up

Unless otherwise specified in the licensee's contract, clean up of the stage, stage house, seating area and grounds shall be the responsibility of the licensee. Clean up activities shall be completed in ample time prior to other facility events.

Cancellation of an event

If an event is cancelled by the City or the licensee due to inclement weather or because of an act of God, a date mutually agreed upon between the City and licensee will be scheduled for the event at no additional charge. However, out-of-pocket expenses incurred by the City such as staff, utility or equipment charges will be paid by the licensee. If no mutually agreed upon date can be reached, the City will refund to the licensee the payment, after deducting any out-of-pocket expenses.

In the event of a cancellation, it will be the responsibility of the licensee to make all necessary arrangements to notify the public of the details of the cancellation, including contacting the media. Any tickets that have been pre-sold may only be refunded from the original location where the tickets were purchased. No refunds may be made at the facility, unless tickets were sold from that location.

Administrative Clarification

All matters not expressly provided for in these guidelines shall be at the discretion of the City Manager and any required policy clarification shall be administered by the City Manager. The City Manager shall at all times have complete authority over regulations governing the operations of Legion Stadium.

Questions, please call 341-4612

**Effective beginning July 1, 2008*